



FACULTY DISPOSITION OF A SCHOLASTIC DISHONESTY CASE

Guidelines for faculty members who are confronted with a case of scholastic dishonesty are in The University of Texas of the Permian Basin Handbook of Operating Procedures. Please contact the Dean of Students at 552-2604 if you have questions regarding these procedures.

It is not necessary to type this form, but please make it legible!

1. The following student is charged with violating University policies on scholastic dishonesty:

Name _____ Student ID _____

Dept. & Course No. _____ Section No. _____

2. Type of Violation:

_____ Cheating on test/assignment _____ Collusion

_____ Plagiarism _____ Falsifying Records

_____ Other _____

3. Summary of Incident: (Use additional sheet if necessary.)

4. Disciplinary penalty to be recommended by instructor: A disciplinary penalty or penalties may be recommended by the faculty member when the student admits to committing an act of scholastic dishonesty. Please be specific about the penalty to avoid confusion about the penalty at a later date. Additional penalties may be imposed by the Dean of Students. The Dean of Students will review this form to decide if any additional penalties may be warranted.

- _____ written warning
- _____ educational program to enhance the student's understanding of scholastic dishonesty
- _____ resubmit assignment, paper or program _____
(specify requirements, maximum grade possible and due date)
- _____ retake exam (date or deadline date) _____
- _____ reduced credit or zero on assignment, paper or program (specify grade) _____
- _____ reduced credit or zero on exam (specify grade) _____
- _____ reduced final grade or failing grade for the course (specify grade) _____

(Please Print)
Faculty Name _____ Dept. _____ Room# _____

Signature _____ Date _____ Phone _____

5. Additional penalty assessed by the Dean of Students:

6. **FOR THE STUDENT:** Should you have any questions about the discipline procedures, please contact the Dean of Students (552-2604) before you sign this form. If you disagree with the charge(s), the case will be referred to the Dean of Students for investigation. **Please select one of the statements below to indicate your position.**

Option A I understand the violation with which I am charged, accept faculty disposition, waive my right to a hearing before a University hearing officer, and **accept the penalty.** Additional non-academic penalties may be imposed by the Dean of Students if circumstances warrant. I understand that this form will be kept in a confidential file in the office of the Dean of Students.

Student Signature _____ Date _____

Option B I understand the violation with which I am charged and waive my right to a hearing before a University hearing officer. However, I wish to **dispute the penalty.** I understand that this form will be kept in a confidential file in the office of the Dean of Students and I understand that my appeal of the penalty must be filed in writing with the office of President within fourteen (14) days from the date below.

Student Signature _____ Date _____

Option C I understand the violation with which I am charged, dispute the faculty and/or Dean of Students' disposition, and **request a hearing** before a University hearing officer. I understand that this form will be kept in a confidential file in the office of the Dean of Students.

Student Signature _____ Date _____

Mailing Address _____

Phone _____ E-mail address _____